

# COMMUNICATION WITH THE ACGME

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## POLICY

To ensure that all communications and documents submitted to the ACGME are complete and accurate, all communication with the ACGME by program directors must be GMDEC approved and include the signature of the Designated Institutional Official (DIO) from the Graduate School of Medicine prior to submission.

## PROCEDURE

The DIO must sign all program communications to the ACGME prior to submission for the following:

- a) All applications for ACGME accreditation of new programs;
- b) Changes in resident complement;
- c) Major changes in program structure or length of training;
- d) Additions and deletions of participating sites;
- e) Appointments of new program directors;
- f) Progress reports requested by any Residency Review Committee;
- g) Responses to all proposed adverse actions;
- h) Requests for exceptions of resident duty hours;
- i) Voluntary withdrawal of program accreditation;
- j) Requests for an appeal of an adverse action; and,
- k) Appeal presentations to a Board of Appeal or the ACGME.
- l) Experimentation and innovation: Oversight of all phases of educational experiments and innovations that may deviate from Institutional, Common, and specialty/subspecialty-specific Program Requirements, including:
  - Approval prior to submission to the ACGME and/or respective Review Committee;
  - Adherence to Procedures for “Approving Proposals for Experimentation or Innovative Projects” in *ACGME Policies and Procedures*; and,
  - Monitoring quality of education provided to residents for the duration of such a project.

Approved by GMDEC 02/12/2015